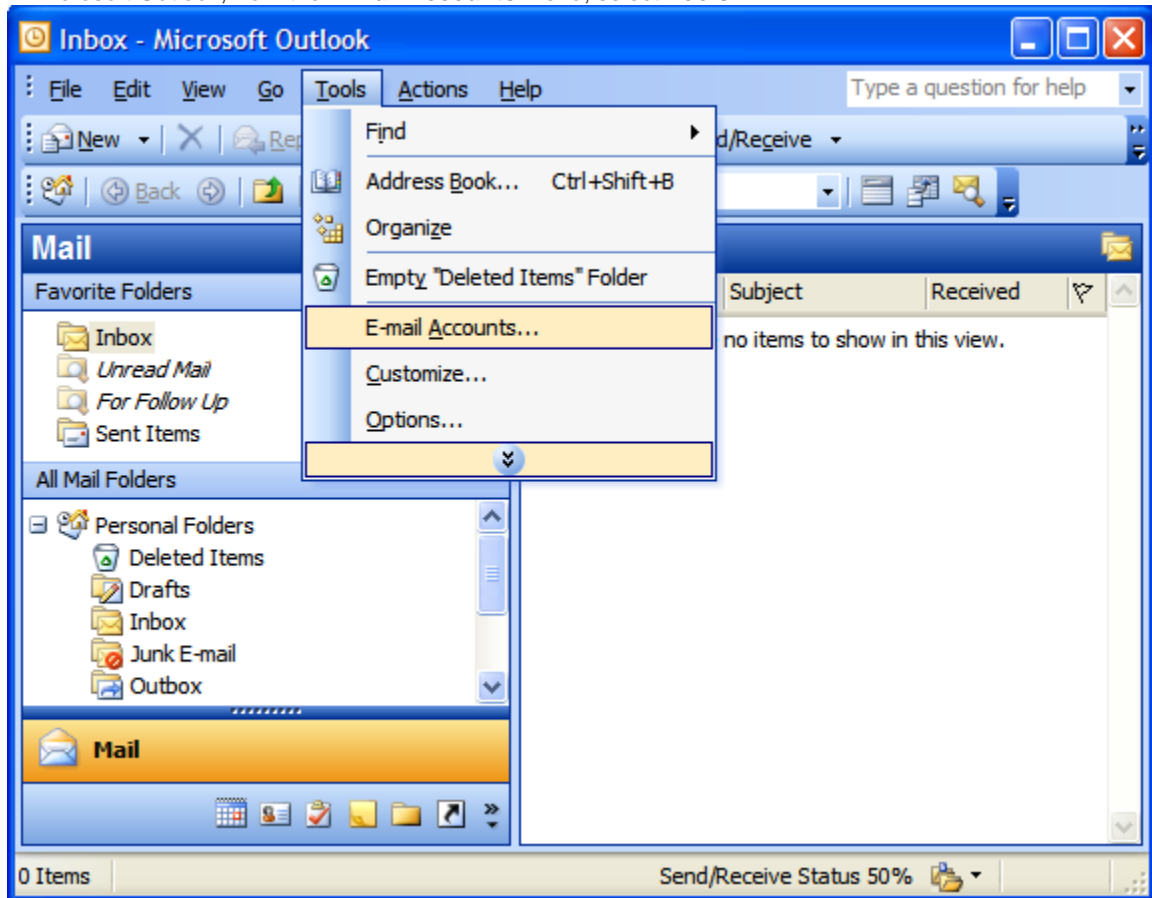


Setting Up Your POP or IMAP Email Address in Microsoft Outlook 2003

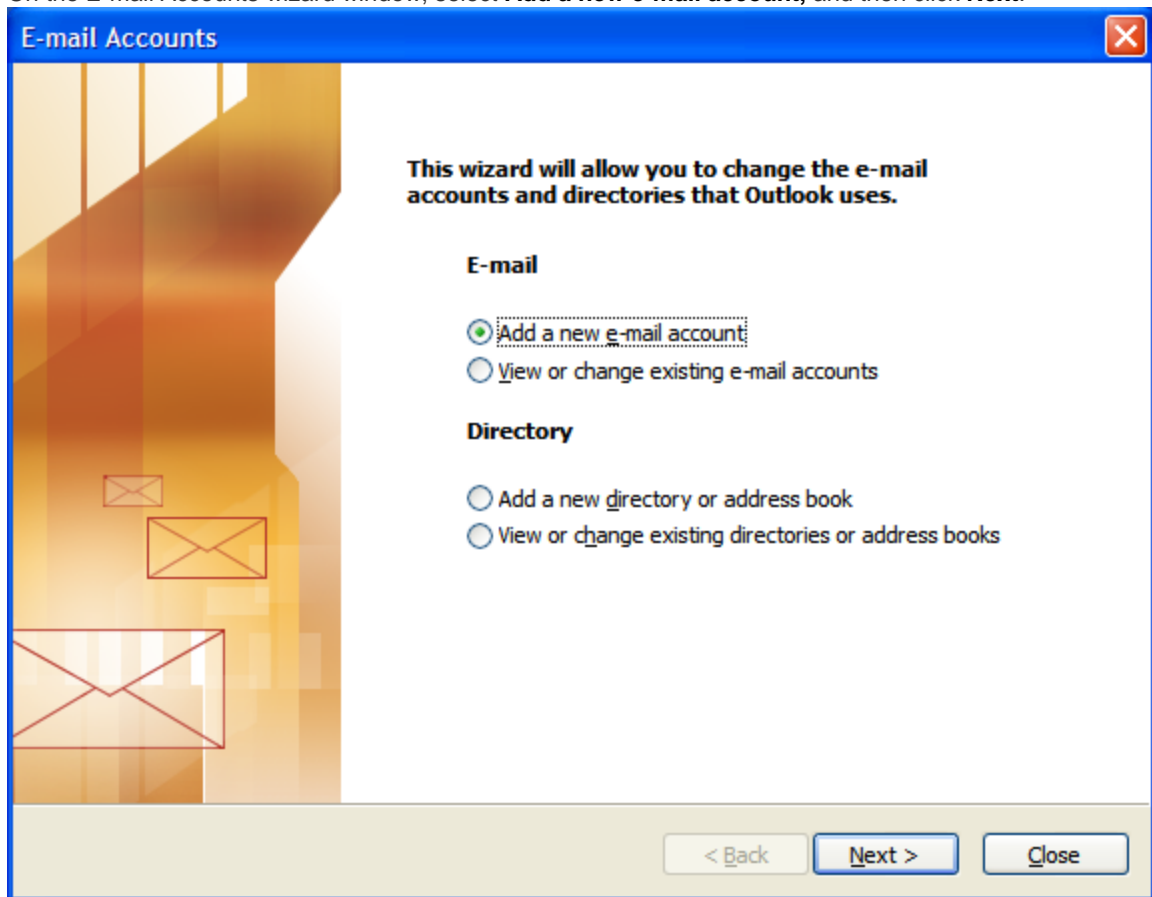
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

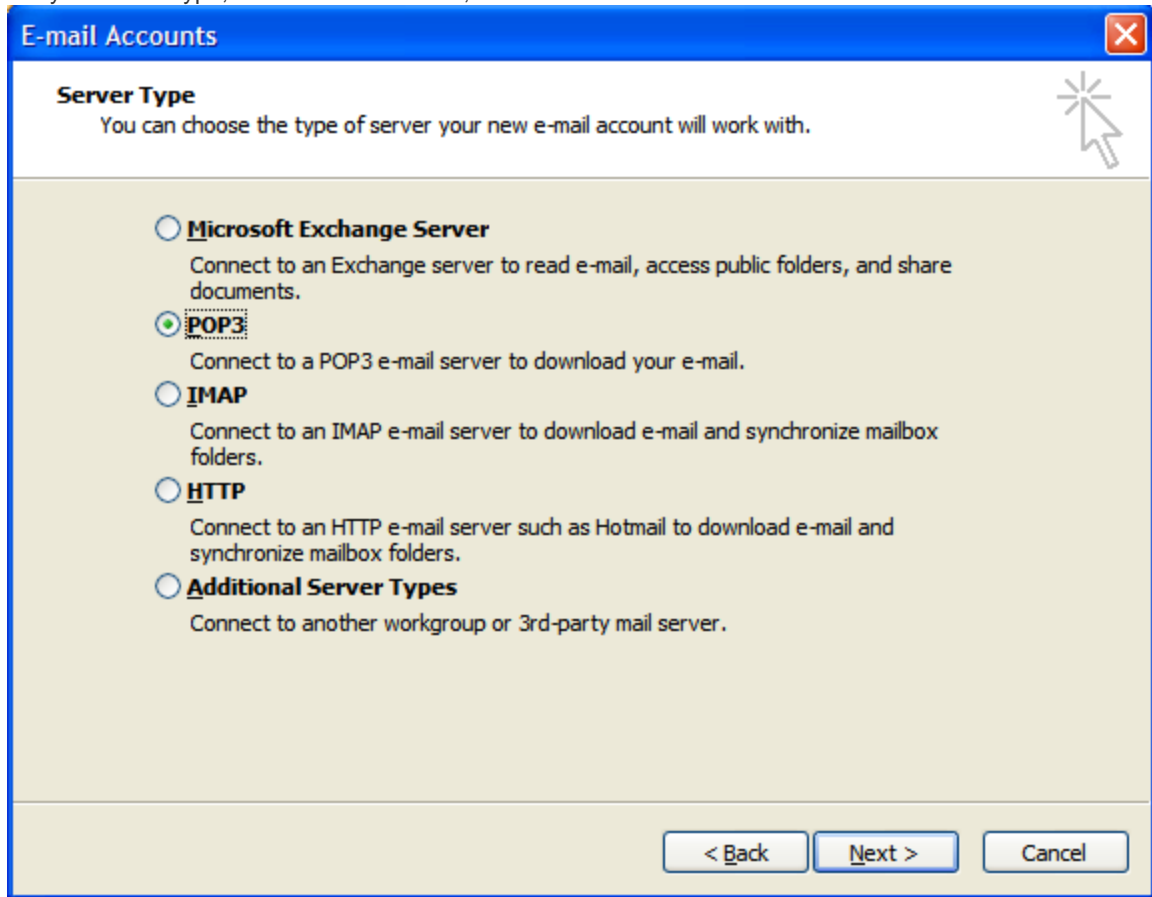
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

Your email address.

User Name

Your email address, again.

Password

Your email account password.

Incoming mail server (POP3)

POP, **Pop.secureserver.net** or IMAP, **imap.secureserver.net**.

Outgoing mail server (SMTP)

Smtput.secureserver.net

Click **More Settings**.

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Inside the window, the title "Internet E-mail Settings (POP3)" is displayed, followed by the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the settings area. The settings are organized into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

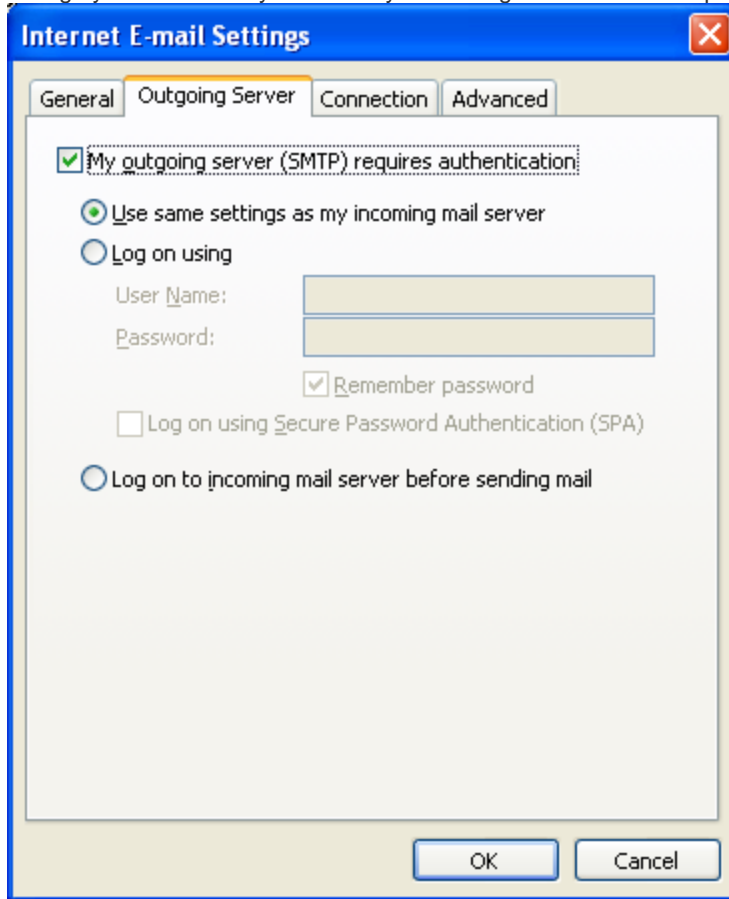
User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.secureserver.net"/>
E-mail Address: <input type="text" value="jsmith@coolexample.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtpout.secureserver.net"/>

Logon Information	Test Settings
User Name: <input type="text" value="jsmith@coolexample.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.
7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not

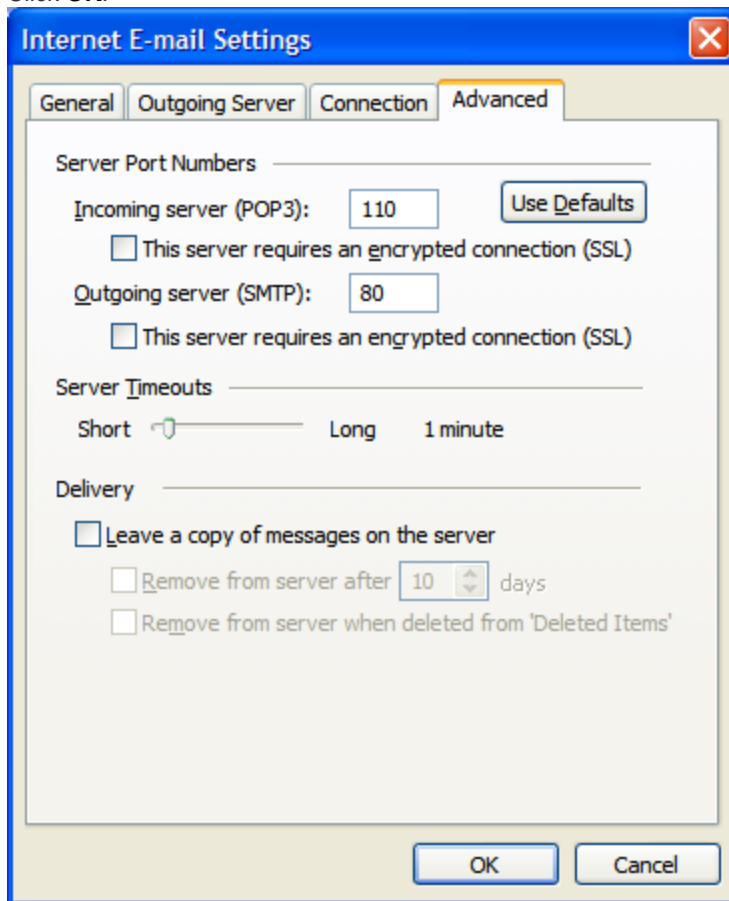
change your SMTP relay section in your Manage Email Accounts page.



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is currently selected. Inside this tab, there is a checked checkbox labeled "My outgoing server (SMTP) requires authentication:". Below this, there are three radio button options: "Use same settings as my incoming mail server" (which is selected), "Log on using", and "Log on to incoming mail server before sending mail". Under the "Log on using" option, there are two text input fields labeled "User Name:" and "Password:". To the right of the "Password:" field is a checked checkbox labeled "Remember password". Below these fields is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right of the dialog box are "OK" and "Cancel" buttons.

8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **80** or **3535**.

9. Click **OK**.



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has four tabs: "General", "Outgoing Server", "Connection", and "Advanced", with "Advanced" currently selected. The dialog is divided into three sections: "Server Port Numbers", "Server Timeouts", and "Delivery".

Server Port Numbers

Incoming server (POP3): 110 [Use Defaults]

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 80

☐ This server requires an encrypted connection (SSL)

Server Timeouts

Short [slider icon] Long 1 minute

Delivery

☐ Leave a copy of messages on the server

☐ Remove from server after 10 [up/down arrow] days

☐ Remove from server when deleted from 'Deleted Items'

At the bottom right are "OK" and "Cancel" buttons.

10. Click **Next**.

E-mail Accounts

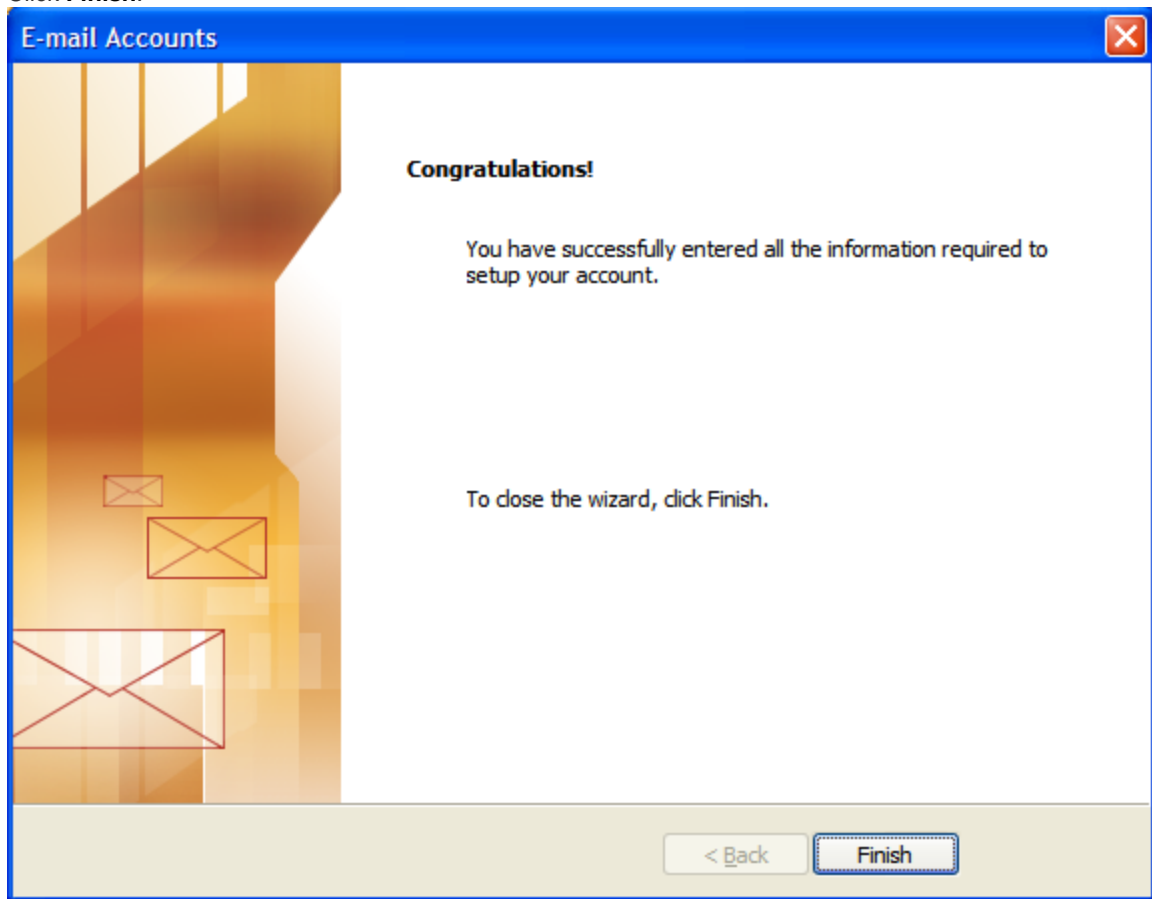
Internet E-mail Settings (POP3)

Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.secureserver.net"/>
E-mail Address: <input type="text" value="jsmith@coolexample.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtpout.secureserver.net"/>
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@coolexample.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

< Back Next > Cancel

11. Click **Finish**.



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